

# Workplace Alaska

## Class Specification Chief Contracts Officer

<b>Created:</b> 10/07/1997 by Adrienne Snow	<b>AKPAY Code:</b> P1349	<b>Class Code:</b>	PB0650
<b>Finalized on:</b>	<b>Class Outline Cat:</b> B	<b>Class Range:</b>	23
	<b>Approved by:</b>	<b>Class Status:</b>	Active

<b>Category:</b>	<b>Class Title:</b>	Chief Contracts Officer
<b>Original Date:</b> 10/01/1997	<b>Use MJR Form:</b>	Standard

**Original Comments:**  
ORIGINAL

**Subsequent Revision Dates/Comments:**

05/18/2000 - MQ question update.  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

<b>Last Update:</b>	<b>EEO4:</b> B	<b>SOC:</b> 11-3061	<b>Census:</b> 02
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**Last Update Comments:**

**Definition:**

Under general administrative direction of the Commissioner of the Department of Transportation and Public Facilities, has statewide responsibility for establishing standards and methodologies and ensuring compliance with all state and federal requirements governing the procurement of construction services and materials.

**Distinguishing Characteristics:**

This single position job class has responsibility for overseeing all activities in the specialized areas of construction procurement and contracts. Full authority for procurement of construction services and materials and equipment and services for the state equipment fleet is vested in the Commissioner of the Department of Transportation and Public Facilities under AS 36.30.005(b). This class is distinguished from the Chief Procurement Officer by the latter's responsibility for coordinating and administering general purchasing and property management programs across all state agencies.

**Examples of Duties:**

Provide statewide oversight to all DOT&PF professional service procurement activities, ensuring that these procurements are made in compliance with state/federal laws and regulations and agency policies and procedures.

Develop policies and procedures for construction related procurements by DOT&PF; prescribe the time, manner, authentication, and form of making solicitations for construction services.

Provide direct contract administrative assistance to regions.

Provide training pertaining to construction procurement.

Maintain, the HQ's Professional Services Agreement Manual and Small Procurements Manual, updating procedures, regulations, guidelines and standards as needed; provide active guidance and training to the regions on associated procedures.

Provide assistance to sister agencies working under the department's "delegation of authority".

Provide oversight to the DOT&PF use of the Department of Law Transportation Sections.

Recommend and monitor delegation of contracting officer authority levels for department staff.

Prepare certain fiscal notes, position papers and suggested language changes to pending legislation relating to procurement.

Review newly issued and updated Alaska Statutes, regulations, policies and procedures to ensure the department is consistent in its application and administration of procurements, etc.

Perform compliance reviews of Personal Service Agreements (PSA) and construction contract documents.

Prepare testimony for presentation before the legislature; appear before legislative committees on behalf of the department.

Recommend to the Commissioner of DOT&PF action and determinations on large, special, or alternate procurement requests (i.e. Waiver Requests, Term Agreements, Authority to Seek Professional Services, Public Interest Findings, Force Account, and Design/Build Determinations).

Review or execute duties required of the Commissioner of DOT/PF under AS 36,.30.620, Contract Controversies.

Recommend appointment of Hearing Officers.

Administer contracts for consultants and hearing officers.

Represent the DOT&PF on procurement committees and organizations.

Address and meet with groups/conduct public hearings when required.

**Knowledge, Skills and Abilities:**

Thorough knowledge of Alaska Procurement Code and Regulations.

Thorough knowledge of principles and practices of public procurement and materials management; general law of contracts and requisites of a valid contract for services, work or materials rendered.

Thorough knowledge of rules, regulations, policies, procedures, precedents and terminology used in the work.

Thorough knowledge of the organization and administration of agencies.

Considerable knowledge of the legislative process and governmental organization, structures and function.

Considerable knowledge of current developments and technical literature in the field.

Ability to develop procedures and methods and train others in their use.

Ability to direct studies and research activities.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with state officials and other persons contacted in the work.

Ability to propose resolutions to complex and difficult problems involving conflicting opinions.

**Minimum Qualifications:**

Five years of experience in public procurement, including large-scale procurement of supplies, services, or professional services. Three years of the required experience must have been at the supervisory level exercising direction over professional staff who provide large scale multi-agency contracting and procurement services or serving as the administrative head of the procurement program for a large agency, with overall responsibility for supply, property control, professional services and other contracting activities. The three years of supervisory or administrative experience is equivalent to a Contracting Officer IV or Procurement Specialist V with the State of Alaska.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Do you have five years of experience in public procurement, including large-scale procurement of supplies, services, or professional services?

AND

Were three of these five years at the supervisory level exercising direction over professional staff who provide large scale multi-agency contracting and procurement services? This is equivalent to a Contracting Officer IV with the State of Alaska.

**Or Substitution:**

Do you have five years of experience in public procurement, including large-scale procurement of supplies, services, or professional services?

AND

Were three of these five years serving as the administrative head of the procurement program for a large agency, with overall responsibility for supply, property control, professional services and other contracting activities? This is equivalent to a Procurement Specialist V with the State of Alaska.